

WASHINGTON HEADQUARTERS SERVICES
MAJOR ADMINISTRATIVE SUPPORT PROVIDED
TO NATIONAL CAPITOL REGION TENANTS

<u>SUPPORT SERVICE</u>	<u>OSD</u>	<u>CUSTOMERS OTHER</u>	<u>TOTAL</u>
<p>CIVILIAN PERSONNEL MANAGEMENT: This includes activities related to civilian personnel staffing, human resource development, labor management and employee relations, position classification, employee benefits administration, senior executive program management, and other Federal Human Resources Management activities.</p>			
Population	1563	9463	11,026
Serviced:	(14%)	(86%)	
<p>MILITARY PERSONNEL MANAGEMENT: This includes managing the military assignment system for serviced activities, as well as providing pay support, administration of the military awards program, and assuring compliance with Acquisition Corps requirements.</p>			
Population	482	1,372	1,854
Serviced:	(26%)	(74%)	
<p>EQUAL EMPLOYMENT OPPORTUNITY: This includes managing and administering the Dispute Resolution of Complaints of Discrimination, Workforce Diversity, Affirmative Employment, Partnership-in-Education, Special Emphasis, Alternative Dispute Resolution, and Military Equal Opportunity Programs for the Office of the Secretary of Defense and activities serviced by WHS. Also serves as Defense Agency liaison coordinating EEO activities on behalf of the Director, Administration and Management.</p>			
Population	1,997	4,259	6256
Serviced:	(32%)	(68%)	
<p>PERSONNEL SECURITY ADJUDICATION: This involves the review, evaluation, and adjudication of personnel security investigations, counterintelligence reports, and criminal investigations in order to make determinations concerning access to classified information. Also involves maintenance of the Defense Central Index of Investigations on serviced population.</p>			
Population Serviced (including Congressional staffs):	1,563	93,487	95,050
	(2%)	(98%)	
<p>PROTECTIVE SERVICES: This encompasses a broad range of physical security and law enforcement services, to include security guards, antiterrorism and force protection, and security systems installation, maintenance, monitoring, and response.</p>			
Population	1,997	97,976	99,973

Serviced: (2%) (98%)

SUPPORT SERVICE

CUSTOMERS

OSD

OTHER

TOTAL

MASS TRANSIT FRINGE BENEFIT PROGRAM: This involves administering Executive Order 13150, "Federal Workforce Transportation in the NCR," for DoD employees in the NCR, whereby participating employees receive, in addition to their current compensation, "transit passes" in amounts equal to their personal commuting costs, with a not to exceed cap.

	Population	907	22,093	23,000
Serviced:		(4%)	(96%)	

REAL PROPERTY MANAGEMENT: This includes day-to-day operation of the Pentagon Reservation and over 140 other DoD/WHs controlled federally owned and leased buildings within the NCR.

	Floor Space Serviced (square	2 Million	15 Million	17 Million
footage):		(12%)	(88%)	

WASHINGTON HEADQUARTERS SERVICES
DOD-WIDE PROGRAMS

PROGRAMS

CUSTOMERS

FEDERAL VOTING ASSISTANCE: This involves administering the Uniformed and Overseas Citizens Absentee Voting Act and the Federal responsibilities of the National Voter Registration Act designating Armed Forces Recruitment Offices as voter registration agencies.

Uniformed Service personnel of all DoD Components, their family members, and other U.S. citizens overseas.

DOD-WIDE REPORTS, FORMS, AND REGULATORY PROGRAM MANAGEMENT: Reports Management involves information DoD collects internally and externally from other Federal agencies and the public. Forms Management involves the review, design, approval, and dissemination of electronic DoD forms world-wide. The DoD Regulatory Program involves management and preparation of the DoD Unified Agenda and Regulatory Plan sent to the Office of Management and Budget.

All DoD Components, the Congress, and the public.

DEFENSE PRIVACY: This involves overseeing the administration of the Defense Privacy Program DoD-wide, which implements the Privacy Act of 1974, as amended.

All DoD components, their employees, other U.S. citizens, and aliens admitted for permanent residence are potentially impacted.

INFORMATION RELEASE PROGRAMS: This involves implementation of the Freedom of Information Act (FOIA) and Mandatory Declassification Review (MDR) provisions of Executive Order 12958 for all of DoD. Also includes reviewing of information proposed for release to the public and the Congress submitted by all DoD components and processing FOIA, MDR, and the access portions of Privacy Act cases for OSD/JS received from the general public.

All DoD components and the general public.

DOD-WIDE STATISTICAL REPORTING: This involves the application of information technology strategies to meet DoD statutory and other reporting and information dissemination requirements in the areas of procurement and personnel (military and civilian workforce in DoD).

All DoD components, the Congress, and the public.

NOTIFICATION AND REVIEW OF REFERRED CLASSIFIED INFORMATION: This involves identifying in OSD files all information originally classified by other DoD Components or Executive Branch Agencies and notifying the originators to review it for possible declassification. It also involves reviewing information originally classified by OSD components and referred to us by the external entities holding it. Both processes are required by Executive Order 12958.

All DoD Components, all Executive Branch Agencies, National Archives and Records Administration, and the general public.

PROGRAMS

CUSTOMERS

DOCUMENT MANAGEMENT PROGRAM: This involves maintaining an information technology document database to archive, track, and retrieve the official records of the Secretary and Deputy Secretary of Defense regarding official Department of Defense business. This service provides to the customers a general reference, a legal response to Executive, Legislative, and Judicial requests for documents, and a reproduction and distribution service.

All DoD Components, White House, Congress, Cabinet-level Agencies, and the general public.

DOD DIRECTIVES SYSTEM MANAGEMENT: This involves a wide range of managerial and advisory services for the preparation, internal review, coordination, approval, publication, and distribution of DoD Directives, Instructions, and Publications, and changes thereto.

All DoD Components and the general public.

FEDERAL REGISTER SYSTEM MANAGEMENT: This includes managing the preparation, coordination, review, and submission for publication in the Federal Register rules and notices relating to a broad array of DoD-related subjects.

All DoD Components and the general public.